

Information Technology
Spreadsheet Applications
Course Code # 3729
½ Credit

Prerequisites: Keyboarding

School Year _____

Term: ____Fall____ Spring

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 22	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will operate the electronic spreadsheet software and create and manipulate a basic worksheet.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Relate vocabulary terms specific to spreadsheet applications.			
1.2	Utilize different types of cell entries and editing features.			
1.3	Format cells, rows and columns.			
1.4	Perform document maintenance functions.			
1.5	Plan and create a customized worksheet.			

Standard 2.0 The student will create and enter formulas and format a spreadsheet.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Create formulas to perform spreadsheet calculations.			
2.2	Apply font attribute changes to text and values in a spreadsheet.			
2.3	Use the fill alignment function.			
2.4	Add a group of values in a range.			
2.5	Revise values formats in cells.			

Standard 3.0 The student will apply spreadsheet enhancement skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Design and create spreadsheets using special functions to enhance the worksheet.			

Standard 4.0 The student will use special functions to perform special calculations.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Use special calculation functions to generate an electronic worksheet.			

Standard 5.0 The student will produce spreadsheets while using print options for diverse output results.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Preview, proofread and edit the spreadsheet before printing.			
5.2	Print spreadsheets using various page setups.			
5.3	Develop spreadsheets while using graphs.			

Standard 6.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Demonstrate self-initiative through group projects.			
6.2	Examine the value of leadership skills.			
6.3	Illustrate image building and public relations techniques.			
6.4	Assess decision-making skills.			
6.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.			
6.6	Demonstrate parliamentary procedure skills through group activities.			
6.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____